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📍 Al Karama, Dubai

## SKILLS

Ms Office

Tally

Xero

Oracle

Baan(ERP)

## PERSONAL DETAILS

Date of Birth : 10/07/1995

Marital Status : Single

Nationality : Indian

Passport No : S3520081

## ACTIVITIES

Participated in national level management workshop on "Business analysis" in Jeppiaar Engineering college.

Participated in national level symposium on "Involvement of Youth In Business" in Noorul Islam college of Arts and Science.

## OBJECTIVE

I am an Enthusiastic and Result-Oriented professional with 4 years of experience in accounting Practices. Prone to adapt and upgrade skills to become a successful hire in my new company.

## EXPERIENCE

**The Flower Society (Dubai)**

Feb-2022 - Till Now

Assistant Accountant

- Receiving, processing and filing paperwork, e.g. invoices, expenses, requests for payment.
- Making sure that customer and supplier accounts are accurate (reconciling).
- Managing petty cash transactions.
- Carrying out monthly closing and preparing monthly financial statements.
- Finalizing reports and assisting in periodical audits.
- Performing database backups and maintaining the confidentiality of financial informations.
- Perform counts and ensure all inventory is accounted for and reported according to company policy.
- Be responsible for managing and running planned stock takes.
- Perform cyclic stock checks.
- Maintains employee data and keeping updated accounts of all employment records.
- Performing other duties in line with scope of work and as assigned by the accountant.

## LANGUAGES

English

Tamil

Malayalam

Hindi

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## Flex Ltd (India)

Dec-2018 - Sep-2021

### Accounts Payable

- Responsible for invoices and credit notes processing.
- Trade invoices matching on the basis of 2 & 3-way matching.
- Quality checking the documents, whether the invoice posted correctly or not.
- Maintain tracker for freight & utilities (Non-Trade) invoices with respective GL a/c & Cost center details.
- Maintaining the updated NONPO approvals documents.
- Sending overdue & Dashboard reports to the supervisor.
- Handling vendor queries.
- Vendor reconciliation.
- Preparing blocked invoices summary.
- Supporting team to solve Month end closures.



## EDUCATION

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**MBA(Finance and Shipping & Logistics)** 2018  
Jeppiaar Engineering College, Anna University  
1st class

**B.COM(CA)** 2016  
St. John's College of Arts And Science, MS University  
1st class



## DECLARATION

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I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.